

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **LIBRARY ASSISTANT I/II**

DEPARTMENT: **LIBRARY**

BASIC FUNCTION:

Under general supervision, to perform a variety of paraprofessional and technical/clerical work in the City Library; to supervise the work of the other technical/clerical employees; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Library Assistant I: This is the entry-level class in the Library Assistant series. Positions in this class perform a variety of routine technical library work not requiring substantial prior library experience. Tasks performed by the Library Assistant I are normally performed under direct supervision and in accordance with pre-established policies, procedures and guidelines. As incumbents in positions assigned to the Library Assistant I level increase their skills, knowledge and abilities through successful on-the-job experience, they may reasonably expect to be assigned to the next higher class of Library Assistant II.

Library Assistant II: This is the journey level class in the Library Assistant series. Positions assigned to this class are expected to perform skilled paraprofessional library work with less supervision, using independent judgment and discretion. The Library Assistant II position may also be assigned to supervise less experienced full-time and hourly staff.

KEY RESPONSIBILITIES:

Perform a variety of technical library tasks involving collections, reference services, outreach services, public relations, library materials processing, assistance to patrons and routine clerical work.

Use automated systems to search and process patron requests for books and other library materials; to process library materials; or to process interlibrary loans.

Assist librarians in classifying and cataloging library materials.

Process new library materials to ensure identification numbers and identifying labels have been properly completed.

Prepare and/or maintain various files and records.

Assist library patrons by providing simple reference and directional information.

Provide patron instruction in use of library equipment; maintain library equipment

Review standard reference sources for information requested by staff or patrons.

Assist librarians in preparing and presenting programs and events.

Assist in preparing exhibits, displays or other publicity materials.

Recommend books and other library materials for purchase or withdrawal.

Assist in checking shelves for proper placement of books and for books in need of repair.

May train and provide work direction to hourly staff and volunteers.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Library Assistant I:

Knowledge of:

Basic principles and practices of library work.

Ability to:

Demonstrate and foster excellent customer service.

Learn a variety of technical library tasks and use automated systems.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Library Assistant II:

In addition to the qualifications for Library Assistant I:

Knowledge of:

Library systems and procedures.

Basic types of resources available in a public library.

Ability to:

Perform a wide variety of technical library work with little supervision.

Establish and carry out routine systems and procedures.

Perform paraprofessional work involving library collections, cataloging, and reference services.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Library Assistant I

For the Library Assistant I level, a typical way to acquire the skills and abilities would include one year experience performing duties similar to those of the Library Clerk class and/or graduation from college with a general liberal arts degree.

Library Assistant II

For the Library Assistant II level, a typical way to acquire the skills and abilities would include two years experience performing work similar to the duties assigned to the Library Assistant I.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: 4/2001